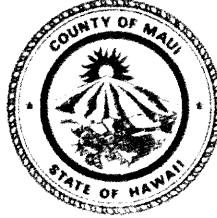


MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Managing Director

TYSON K. MIYAKE
Deputy Managing Director



DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

April 10, 2019

Ms. Michele M. Yoshimura *my*
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

[Signature]
Mayor
4/12/19
Date

For Transmittal to:

Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
Maui County Council
200 South High Street
Wailuku, HI 96793

Dear Ms. Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2020 BUDGET** (MD-4) (EDB-1)

Thank you for your memo dated April 1, 2019 requesting information "relating to CBS-2324, New County Service Center (page 736 of the Program Budget)". Per your requests for the following information, please see below:

1. **Explain how this project will fulfill the countywide outcomes of the Management Program (Program Budget, page 363) to promote:**
 - a. **An Efficient, Effective and Responsive Government**
 - b. **A Strong Diversified Economy**
 - c. **Suitable Public Infrastructure**
 - d. **A Prepared, Safe, and Livable**
 - e. **A Healthy and Sustainable Community**

OFFICE OF THE
COUNTY COUNCIL

2019 APR 12 AM 10:51

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The New County Service Center capital project promotes the countywide outcomes of an efficient, effective and responsive government, suitable public infrastructure, and a prepared, safe, and livable county. It fulfills these desired outcomes by providing a centralized facility, easily accessible to the public as they interface with the departments and services located in there. In addition, it creates efficiencies and financial benefits by housing county departments that are currently renting and consolidating offices for easier management and public access.

2. **The New County Service Center is proposed to house the Department of Finance’s Motor Vehicle Registration and Licensing and Real Property Assessment Divisions, the Department of Housing and Human Concerns, and other County offices.**

a. **How was it determined which departments would be housed at the site compared to other County department?**

A number of factors we analyzed in deciding which departments would be relocated to the new facility. One major consideration was for those that are currently renting space. The Finance Department’s DMVL and RPA divisions are currently renting at the Maui Mall. Other considerations were the ability to consolidate operations of divisions that have separate locations and the frequency of public access to selected county services.

b. **What “other County offices” will be housed at the Center? How was that determined?**

The other major tenant of the new service center will be the Development Services Administration of the Department of Public Works. This division was selected to be housed at the center due to the need to relocate offices that are currently being rented, the consolidation of operations and the frequency of public access.

c. **What portions of the project are included in Phase I and Phase II, respectively? How was it determined which departments would be accommodated in Phase I and Phase II?**

Phase I of the project includes construction of the building, main parking lot, landscaping and a portion of the interior work. Phase II includes additional interior work, ground stabilization for open area (approximately 1.5 acres), addition of electric vehicle charging stations, additional security provisions requested by departments, and other less costly items. A portion of the costs associated with Phase II are included in the funding request for FY 2020. The final decision on which departments would be included in each phase was made by the Mayor based on a number of issues, including the current lease situations and the desire for enhanced customer service.

d. What is the anticipated timeline of completion for Phase I and completion of Phase II?

Phase I is anticipated to be completed and ready for occupancy in the summer of 2020. Phase II is dependent on the allocation of funding but could be completed by fall of 2020.

e. What are the anticipated future budget requests for this project? Please include anticipated costs for equipment, building maintenance, utilities, and other associated costs.

The future costs of operation of the facility have yet to be determined. The only major additional anticipated cost is janitorial staff or a maintenance contractor to maintain the facility. The tenants typically have existing appropriations for utilities and other items that could be transferred to the new facility.

f. What is the anticipated cost savings breakdown in office lease and other expenses the County will realize annually by relocating these offices?

The breakdown will be provided to the committee at a later date.

g. What is the amount of annual debt service for principal and interest payments?

Annual debt service, principal and interest, for Phase I and II is anticipated to be approximately \$1.75 million.

h. Provide a breakdown of the \$22.167 million already expended or encumbered in prior fiscal years.

- 1 Architectural Services during Construction \$622,882.00
- 2 Construction Management \$930,400.00
- 3 Construction Contractor \$19,633,334.00
- 4 Construction contingency (5% of above) \$981,666.70
- 5 Electrical Service deposit \$4,000.00
- 8 NPDES permit renewal \$500.00
- Total \$22,172,782.70

Relating to CBS-2789, Wailuku Civic Complex (no funding requested in FY 2020 Budget)", please see responses below:

1. **Explain how this project will fulfill the countywide outcomes of the Management Program (Program Budget, page 363) to promote:**
 - a. **An Efficient, Effective and Responsive Government**

The project was planned to include County office space to reduce lease costs. It was also designed to provide a new, high-tech public hearing facility for the County's Boards and Commissions. The goal in including these facilities was to improve access to these functions of government and increase the capacity for public involvement.

b. A Strong Diversified Economy

The project is designed to be an economic catalyst for the Wailuku Town area. On a per square foot basis Wailuku is one of the more valuable areas of the County and remains underbuilt and underutilized. With the provision of important infrastructure improvements, the project provides a neighborhood anchor, the Redevelopment District is expected to generate additional revenue for the County's general fund.

c. Suitable Public Infrastructure

The project scope includes the replacement of aging sewer and water lines, installation of a storm drain system and the provision of sidewalks and new road surface throughout the project area.

d. A Prepared, Safe, and Livable County

The Community Room and Public Hearing room planned with the project are designed to function as emergency shelters in the event of an emergency. The Public Market space was designed to include a backup generator in order to function as a food distribution center during power outages.

e. A Healthy and Sustainable Community

The Public Market space and exterior lanai is intended to function as a farmer's market with the provision of secured and refrigerated storage. This design will allow more locally grown foods to be brought to market in one of the most population dense areas of the island. Sustainable communities are supported by strong social networks. The community gathering spaces, public meeting facilities and reception space will provide venues to create personal connections and foster relationships.

2. What are the impacts of various options being reviewed? Please explain.

The Department of Management, with the assistance of PBR Hawaii, produced an Environmental Assessment to evaluate the project's alternatives. This document is a comprehensive analysis of alternatives as required by HRS Chapter 343 when government funding is expended. The document can be

found on the Office of Environmental Quality Control's online library. This is the link. [http://oeqc2.doh.hawaii.gov/EA_EIS_Library/2018-10-23-MA-FEA-Wailuku-Civic-Complex.pdf](http://oeqc2.doh.hawaii.gov/EA_EIS_Library/2018-10-23-MA-<u>FEA-Wailuku-Civic-Complex.pdf</u>)

3. What is a disqualified bond? Please explain.

Further detail is required to provide an answer to this question.

4. What is the status of the design for the project, by phase?

- a. Phase 1A has completed construction design and has been submitted for permits and the design team is making final refinements based upon agency comments.
- b. Phase 1B has completed construction design and has been submitted for permits.
- c. Phase 2 has completed design development but not construction design. No permits have been submitted for phase 2 to date.

5. If the project design were to include affordable housings, would the bond authorization valid? Please explain.

Further detail is required to provide an answer to this question. The project appropriation is governed by the budget ordinance, including the description in Appendix C.

6. Please provide a copy of the requests for proposals in relation to this project.

As outlined by HRS 103D-304 and supporting section, the County utilizes the Qualified Bidders selection process for professional services such as architecture and design services. Please find the RFP provided to the selected vendor is attached.

7. Have applications for State, Federal, or other non-County funding opportunities been submitted in relations to this project?

a. If so, what applications have been submitted?

The County applied to the U.S. Economic Development Administration grants.

- b. **The Department will be applying for funding from outside sources.**

The services of McAllister and Quinn, a government relations and federal grant consulting firm, have been retained to assist with this process.

8. **Provide a breakdown of the money already expended or encumbered.**

The following money has been expended or encumbered during the planning, design and construction process for the Wailuku Civic Complex.

a. **FY16 – FY18 Funds**

i. **Planning & Design Contract**

\$8,963,263.04 (including architecture, civil and structural engineering, archeology, traffic and fiscal analysis, environmental review, permitting, construction oversight, etc.)

ii. **Property Acquisitions**

\$2,066,776.00

b. **FY19 Funds**

i. Phase 1A construction - \$10,449,847.00 (includes roads, sidewalks, burying overhead utilities, waterline, sanitary sewer lines and storm drain systems, lighting and landscaping)

ii. Construction Management for 1A and 1B - \$2,536,722.00

c. Total to date - \$24,016,608 (April 8, 2019)

9. **Has the Department considered using nonprofit construction companies? If not, why not?**

The County of Maui is obligated to follow State of Hawaii Procurement Code for Construction HRS 103D. This statute requires the County to utilize a competitive sealed bidding process with the award going to the low responsible and responsive bidder. Any construction firm meeting the bid requirements and able to post bond for the total value of the project is eligible to bid.

Sincerely,



Sandy Baz
Managing Director

Request for Proposal
For

Wailuku Parking and Events Facility

Located in Wailuku, Maui, Hawai'i
Tax Map Key: (2)3-4-013:075

Requesting Agency

Maui Redevelopment Agency
County of Maui
Department of Planning
2200 Main Street, Suite 619
Wailuku, Hawai'i 96793

October 7, 2016

September 30, 2016

Mr. David Akinaka
Ferraro Choi & Associates Ltd.
1240 Ala Moana Blvd. #510
Honolulu, HI 96814

SUBJECT: WAILUKU PARKING AND EVENTS FACILITY
JOB NO. 17-15
REQUEST FOR PROPOSAL
QBS NO. Q-PL-17-01

Dear Mr. Akinaka

Congratulations! Your firm has been selected to provide planning and design services for a multi-level parking and events facility to replace the Wailuku Municipal Parking Lot. The Maui Redevelopment Agency, a board of the County of Maui, Department of Planning (Department), is requesting a proposal from your firm to design the Wailuku Parking and Events Facility (Project). The project site is currently identified as the Wailuku Municipal Parking Lot, located in the heart of Wailuku Town. (See **Figure 1** and **Figure 2**). The project site encompasses an area of approximately 2.192 acres with access provided from Vineyard Street, Church Street, and Market Street.

By way of background, the Parking and Events Facility is part of a larger vision for Wailuku town (reWailuku). This vision has been refined over several years, beginning in 2012 with a series of community workshops. One of the issues addressed during these workshops was the need for more parking in Wailuku. A previous design for a parking garage had been completed but was considered to be out of scale and incompatible with the town's overall form and structure.

The reWailuku planning effort resulted in an urban design concept for the "superblock" – bordered by Market Str., Vineyard St., and Main St. (See **Figure 3**) Because this is the largest block in town, traffic flow and pedestrian connections into this site are especially important. Participants in the workshops indicated that the block should have inviting pedestrian connections from all of the four surrounding streets. And although the Parking and Events Facility will be a significant structure in size, the community has expressed its desire to have a thoughtfully designed

structure to ensure that its massing and scale relate to the buildings and spaces around it. The community values the aesthetic character of the neighborhood and insisted that the facilities should exhibit architectural excellence, innovation and be timeless in design.

The parking facility is intended to meet a large part of the demand in Wailuku Town. As a historic neighborhood, very few properties have on-site parking and the Wailuku Municipal Lot has acted as the primary parking resource for the neighborhood. This should continue with the new facility while enabling other activities to occur at the site. The facility should be designed with the capability to host events such as food-truck rallies, farmer's markets, festivals and other outdoor events. Features such as utility hookups, solar panels (for shade and power,) and other innovative improvement should be considered.

An Events Facility is being contemplated to be built as a second phase along the Vineyard Street frontage. This facility should be considered in the planning and environmental review of the parking structure.

In summary the County's expectation for the Parking and Events Facility is that it will establish a new standard of excellence for architecture and urban design in Wailuku. Furthermore, because of its location, size and prominence, the facility will provide a solid foundation on which subsequent projects can be built.

We are very excited about this project and hopeful that we can work together to develop a scope, project schedule and budget that is satisfactory to all parties. **Please provide us with five (5) hard copies for your fee proposal and the PDF file to the Department of Planning, Maui Redevelopment Agency Staff Planner, Erin Wade, no later than Friday, October 28, 2016.**

If you have any questions please call Erin Wade of the Planning Department at 270-5517 or email to erin.wade@mauicounty.gov.

WILLIAM SPENCE
Director of Planning

Figure 1. Project Site Location Map

Figure 2. Tax Map Key Location

Figure 3. Conceptual Plan

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FORMS

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I. INTRODUCTION

INTRODUCTION

PURPOSE

The Department of Planning (Department) herein solicits a proposal from Ferraro Choi (within the parameters established by the Department and described herein) to design a parking and events facility located at TMK: (2)3-4-013:075, which is the approximately 2.192-acre site identified as the Wailuku Municipal Parking Lot, in the heart of Wailuku Town. The proposed Wailuku Parking and Events Facility is intended to meet the following objectives:

1. Provide adequate, convenient, and accessible parking for residents and visitors seeking a Downtown Wailuku destination.
2. Create an activity gathering place to bring new energy and economic vitality to Downtown Wailuku.
3. To connect and integrate Downtown Wailuku into a unified business, commercial, and social hub.

In short, the Project is aimed at establishing a downtown which honors the value of Downtown Wailuku's role as a socio-economic driver for Maui's businesses, and governmental and non-governmental services.

This Request for Proposal (RFP) is to provide the design team with information and parameters which will enable the preparation of a detailed fee proposal for the design of the proposed Wailuku Parking and Events Facility. The proposal will be submitted to the Department for evaluation and award. The Offeror shall note that all information regarding project details is not provided and it is the Offeror's duty to obtain information needed to prepare a satisfactory proposal. The Department will not be responsible for any errors or omissions made by the Proposal that may cause the Offeror to make modifications to the accepted proposal. The Department will only accept and not approve design proposals, submittals, and other project-related document(s). The Department shall not be responsible for any errors and omissions found in the Offeror's proposal. The contractual duty for accuracy and completeness is solely the Offeror's responsibility and the Offeror's team should have, as part of its design quality control system, in place controls that will ensure an acceptable proposal.

The Department may at any time cancel this RFP in its entirety or any part thereof when it is in the best interest of the Department regardless of circumstances without creating any obligation to Offerors upon written notice to the Offeror.

PROJECT CONCEPT AND DESCRIPTION

The County of Maui, Planning Department has embarked on a concept development phase of project planning to define the general design parameters for the Project. See Figure 3. The Offeror is required to evaluate and thoroughly consider the concepts and related general design parameters developed by the Planning Department in advancing design development for the Project. Key elements of the Project are summarized below:

1. Parking Structure and Vineyard Street Reconstruction – Phase 1
 - a. The Wailuku Parking and Events Facility shall accommodate a minimum of 300 or more parking stalls. Additional parking capacity shall be provided as long as other project objectives are satisfied. A portion of the parking to be created should be located subgrade or partially subgrade.
 - b. Site and parking structure designs shall take advantage of the grade change within the block to reduce the amount of internal access ramps allowed by applicable codes and regulations.
 - c. Parking facilities shall have minimum 10-foot ceiling heights. The above-grade portion of the facility should be designed to be integrated with a proposed special events facility. The parking structure open spaces shall utilize natural lighting and incorporate tools such as light wells to enhance these qualities. The open space designs shall also promote free airflow throughout the structure.
 - d. Security of the site is a high priority. The facility and site shall be designed to accommodate security cameras and other surveillance methods. The structure and site design shall avoid spaces that will present opportunities for loitering and illegal activity. All spaces of the site shall be designed to feel comfortable and safe by users of all age groups, including individuals with disabilities.
 - e. The parking structure, via an elevator/stairway tower, may be integrated with the events facility.
 - f. The finish floor elevation of the top parking level deck of the parking structure between Main Street and Pili Street shall not exceed an elevation of 325 feet about sea level.
 - g. Concurrent with the development of the parking structure and site, Vineyard

Street planned as a Festival Street, may require reconstruction to enable its integration with the plaza space at a level grade. This Festival Street concept addresses the segment of Vineyard Street, between Church Street and Market Street.

- h. Vineyard Street presently lacks an adequate street drain system that results in large volumes of stormwater flows that inundate the street. Innovative designs applying Low Impact Development (LID) and Green Streets techniques may be applied. The same techniques may be applied throughout the parking and events facility site to effectively blend in with Vineyard Street's festive design.

2. Events Facility – Phase 2 (design to be contracted separately)

- a. An events building facility, plaza, community gathering, and performance space shall be developed on the Vineyard Street end of the project. Refer to **Figure 3**. This indoor and outdoor gathering space would support a variety of uses and would be programmed for events and equipped to accommodate various size performances. Electrical service and permanent lighting shall be provided on the top parking level deck as well as the plaza area to accommodate various venues for both day and night activities.

3. Other Design and Operational Considerations

In addition to the foregoing program design elements of the Project, the Offeror shall take into account other design and operational considerations which will lead to the successful implementation of the Project. By way of example only, such other considerations may include, but not be limited to the following:

- a. Landscaping and comprehensive signage plans to maintain design consistency and establish integration among the various physical elements of the Project.
- b. Ancillary facilities, such as trash enclosures, loading and unloading areas, street furniture, and bicycle racks.
- c. Onsite and offsite utility service and connections (e.g., water, sewer, electrical) to ensure the optimum use of each Project design element.
- d. Integrated improvements to the existing pedestrian access ways to Main Street (between Parcels 96 and 98) and to Market Street (between Parcel 48

and 97). Refer to **Figure 2**.

- e. Pedestrian and bicycle pathways to facilitate walkability and connectivity of the Project with surrounding uses and public transit systems.
- f. Parking revenue and expenditure pro-forma to establish the initial fee and revenue generation framework.
- g. Parking operational management plan.
- h. Fiscal impact analysis of the project to define long-term effects to County and State fiscal parameters.
- i. Facility sustainability objectives and measures.
- j. Involvement of a local cultural practitioner and an artist to incorporate public art and/or artistic design elements into the project that illustrate the relevance, history, and or cultural importance of the project site, the neighborhood or the people of Wailuku.

4. Special Design Considerations

It is imperative that the site and facility designers consider all facets of modern, energy efficient, healthy, sustainable, and innovative design practices, some of which have been previously described or specified in some form in this RFP. The site and facility designs shall also be fully accessible without discrimination to any users regardless of age, race, religion, gender, physical ability, or financial status. Finally, the overall site and facility design shall be appropriate in scale, mass, and aesthetics to be compatible to the surrounding Wailuku town. General design considerations related to the foregoing items include:

- a. ADA Compliance
- b. Low Impact Development (LID)
- c. Green Streets techniques
- d. Leadership in Energy and Environmental Design (LEED) Silver Certification or Higher
- e. Transit Oriented Development (TOD)
- f. Complete Streets Compatibility

- g. Sustainability Strategies
- h. Cultural and Context Sensitive Designs

DEPARTMENT'S OBJECTIVES

The firm's approach shall consider the Department' objectives for the Project, which are summarized as follows:

To design the facility with a logical two phase plan that will allow the facility to be constructed and functional with its first phase completed, while the second phase awaits funding.

The desire is to construct an independent Phase 1 for the facility to be used primarily for parking, outdoor events and plaza space. Project planning will include a needs and feasibility study for Phase 2 that will inform the 2-phase concept design and identify Phase 2 improvements, if any, that need to be constructed with Phase 1. Then a contract extension will be considered to complete the Phase 2 portion of the project that will allow for additional time for supplemental construction funding. Phase 2 would include the design of a building to be located on Vineyard Street for public use and support service in connection with the Parking and Events facility.

Include with the design phase, planning permits and construction permits/plan approvals to be secured to expedite advertising for construction bids for accomplishing both Phase 1 and Phase 2 of the project expeditiously upon receiving its respective funding appropriations.

SCOPE OF WORK

The Consultant shall be responsible for the planning and design phases for the entire project as described in Section I of this document. Also, the Consultant shall provide construction and bidding phase services as described herein and as required by State law.

PLANNING AND PERMITTING

1. Comply with Hawai'i Revised Statutes (HRS) Chapter 343 regulatory requirements by preparing and processing a new Environment Assessment (EA) for the project. A Final Environmental Assessment (EA) is on file with the Office of Environmental Quality Control dated July 2012, for a parking structure design earlier conceived for the project site. The new EA will require acknowledgement of a new design concept which includes an events facility integrated with the parking structure, an open space plaza area that can support a variety of functions and activities, and reconstruction of Vineyard Street between its block of Church Street and Market Street.
2. Include supporting technical reports/studies to support the findings documented in the new EA, including:
 - a. Interim Parking Plan
 - b. Soils Investigation Report
 - c. Environmental Noise Assessment Report
 - d. Archaeological Investigation Report and Monitoring Plan
 - e. Cultural Impact Analysis
 - f. Market Analysis
 - g. Preliminary Engineering Report
 - h. Traffic Impact Assessment Report
 - i. Feasibility Studies to support the events facility design
 - j. Topographic Survey
 - k. Phase II Environmental Investigation and Testing

- l. Land Acquisition Study
 - m. Public Transportation System Connectivity Study
 - n. ROM Construction Cost Estimate
3. Prepare other studies to support the project's implementation, funding, infrastructure needs, long-term financing, and continued integration into present and future multi-modal transportation systems. These studies shall include:
- a. Financing Plan
 - b. Infrastructure Capital Improvement Program (CIP)
 - c. Multimodal Plan
 - d. Facility Management Plan
 - e. Securing permits necessary for both the Phase 1 and Phase 2 designs to facilitate the County's effort in expeditiously allowing the construction for each phase to begin as soon as possible after the construction contracts are awarded and needed building permits have been approved.

DESIGN

1. Prepare designs in accordance with the Project Concept and Description outlined herein and complying with the representations made in the Environmental Assessment, as applicable. The MRA anticipates the community wanting to see three or four alternative designs that range from the most basic interpretation of the project concept to something featuring very innovative and creative uses of the space.
2. Complete designs of Phase 1 - Parking Structure facility and off-site improvements. The development of the Phase 1 parking structure, related ground level facilities, Vineyard Street's reconstruction, and any improvements for Phase 2 identified to be constructed in advance with Phase 1 must be fully functional while waiting for construction funds to be appropriated to bid out the Phase 2 - Events Facility and related improvements.
3. Coordinate proposed designs with applicable County Departments, including but not limited to the Planning Department and Department of Public Works (DPW).

At a minimum, such coordination shall address the following subject matters:

- Parking Management considerations
 - Continuity of vehicular circulation during construction
 - Pedestrian and bicycle connectivity for Downtown Wailuku
4. The present parking lot's vehicular access to Vineyard Street may be eliminated to allow for the proposed Performance and Festival Plaza space to blend with Vineyard Street. Design and prepare construction plans for reconstructing the Vineyard Street block between Market Street and Church Street envisioned as a Festival Street with no curb separation from the plaza other than some feature such as bollards to prevent vehicles from entering while allowing pedestrians to freely move between the plaza and street.
 5. Coordinate with the State Department of Transportation, Highway Division to confirm detailed requirements on developing a direct vehicular access connection onto Main Street. Based on those requirements, determine the land acquisition requirements and prepare a parcel map and metes and bounds description for the Department's use in initiating appraisals, conducting land acquisition negotiations, and preparation of acquisition documents.
 6. Coordinate with the County Department of Transportation to analyze potential site designs that would enhance the existing and future public transportation system's connectivity to the project site.
 7. Develop a comprehensive plan to provide interim parking areas during project construction.
 8. Prepare plans, specifications, and construction contract bid documents for the County to advertise for construction bids to accomplish Phase 1. Plans, specifications and construction contract bid document for Phase 2 will be negotiated in the future if requested by the County of Maui. Prepare construction cost estimates for the Department's use in programming the necessary funds required for execution of the construction contracts in two (2) subsequent fiscal years. In preparing the bid documents, provisions required by County, State, and Federal laws and regulations must be incorporated so that all prospective bidders are fully aware of applicable legal requirements.
 9. Construction contract bid documents shall include all requirements to comply with:
 - a. HRS 103B, Employment of State Residents on Construction Procurement

Contracts, as Amended by Act 193, SLH2011

- b. HRS Section 103D-1002 (Act 175, SLH 2009), Hawaii Product Preference
 - c. HRS Section 103-55.6 (Act 7, SLH 2009,) Apprenticeship Agreement Preference
10. Secure the permits necessary for the Phase 1 design to facilitate the County's effort in expeditiously allowing the construction to begin immediately after the construction contract is awarded. Examples include:
- a. Chapter 343, HRS, Environmental Assessment and supporting technical reports/studies
 - b. County building, electrical, plumbing, grading, and Work Upon County Highway
 - c. Traffic Control Plans
 - d. State Department of Health - National Pollutant Discharge Elimination System (NPDES) permit.
 - e. State Department of Transportation – Permit to Perform Work Upon State Highway
 - f. Maui Redevelopment Agency development review application

COMMUNITY OUTREACH

During the planning and design phase, develop a “good faith” community outreach strategy/plan to advance the fostering of public trust and understanding to minimize any challenges that could jeopardize timely project implementation. At a minimum, the community outreach strategy should include meetings with community groups, such as the Wailuku Community Association, Aha Moku Representative for Wailuku, business associations, and other relevant stakeholder individuals or groups that may provide meaningful input into the project.

BIDDING AND CONSTRUCTION PHASE SERVICES

Provide standard bidding phase services including, but not limited to:

1. Participating in the Pre-Bid conference
2. Responding to Bidder's requests for information (RFI)
3. Evaluating Bidder's substitution requests
4. Preparation of Addenda, if needed
5. Evaluating bids received

Provide standard construction phase services including, but not limited to:

1. Periodic observation of construction to determine compliance with the design intent
2. Attend regularly scheduled Owner/Architect/Contractor (OAC) meetings managed by the Contractor or County of Maui
3. Conduct a construction stake-out baseline or centerline and right of way, with the establishment of temporary benchmarks
4. Respond to Contractor's Requests for Information (RFI)
5. Prepare Post Contract Documents (PCD) as required.
6. Review required submittals by the Contractor including shop drawings, product data and samples
7. Consultation on design concerns and modifications
8. Perform pre-final and final punch lists
9. Assist the County of Maui with project close-out.

These services will insure that the County will have a technical support system to address any bid questions, design issues, or unforeseen site conditions that may significantly affect the proposed site design.

WORK PLAN DEVELOPMENT AND EXECUTION

The proposal submitted to the Department shall include a detailed work plan which defines specific scope of services, execution methodologies, and Offeror's organizational/management framework for project undertaking. The following describes the minimum expectations regarding work plan content. It shall be the responsibility of the Offeror to provide a work plan that is complete and comprehensive such that all reasonably anticipated circumstances and conditions are addressed at the onset.

PERMITTING AND ENVIRONMENTAL COMPLIANCE

1. The work plan shall include a listing and process for securing all regulatory permits and approvals which Offeror will be including as part of their scope of services.
2. The work plan shall provide a description of how the permitting process will be managed and executed, including the presentation of a team organizational chart which depicts lines of accountability.

ARCHITECTURAL AND ENGINEERING SERVICES

1. The work plan shall include a detailed description of the design process from concept refinement to final design. The work plan shall identify a full list of design considerations described in Section II.B., above.
2. The work plan shall provide a description of how the design process will be managed and executed, including the presentation of a team organizational chart which depicts lines of accountability.
3. The work plan shall identify points for mid-course correction in the design process (i.e., 30 percent design concept submittal, 60 percent preliminary design, 90 percent pre-final design, and 100 percent construction contract bid documents).

COMMUNITY OUTREACH

1. The work plan shall include a detailed description of community outreach methods and processes to be used throughout the design engagement. The objective of a well programmed outreach plan is to ensure that issues or concerns raised by the public are addressed at the earliest possible time to avoid any potential delays in ultimately advertising the project for construction bids.

PROJECT TIME SCHEDULE AND KEY MILESTONES

1. The proposal shall include a detailed project time schedule which identifies key milestones for deliverables. The use of County funds and commitments made in connection to the approval of such funds requires that the project's Phase I be able to be bid for construction no later than November 30, 2018.
2. The schedule shall show the relationship among the Permitting/Environmental Compliance and Architectural/Engineering Services work elements discussed above.
3. The detailed project time schedule shall be accompanied by a narrative description of how the time schedule will be managed to ensure that the target project completion date will be met.

APPLICABLE CODES, DESIGN STANDARDS, AND TECHNICAL PROVISIONS

CODES

The selected firm shall implement designs that will comply with applicable Maui County Codes and any applicable updates that occur during the course of the design contract, including:

1. Title 10-Vehicles and Traffic
2. Title 12-Streets, Sidewalks, and Public Places
3. Title 14-Public Services
4. Title 16-Buildings and Construction. By reference, the International Building Code, 2006 Edition is included.
5. Title 20-Environmental Protection

DESIGN STANDARDS

Nationally accepted design standards applicable to parking structures, site, buildings, streets, and landscaping utilized by the respective disciplines shall be implemented by the designers.

OTHER REFERENCES

Local master plans, studies, guidelines, and analyses shall be reviewed for various applicable design elements or philosophies for potential inclusion into the parking structure, event facility, site, and street designs. The references include, but are not limited to:

1. Wailuku Municipal Parking Lot Master Plan
2. Wailuku Redevelopment Area Market-Based Plan
3. Wailuku Town Parking Study and Parking Management Plan Analysis
4. Wailuku Redevelopment Area Zoning and Development Code
5. Wailuku Redevelopment Area Design Guidelines

OFFEROR'S PROPOSAL

REQUIRED REVIEW

1. Before submitting a proposal, the Offeror must thoroughly and carefully examine this RFP and any attachments, exhibits, and other relevant documents to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with County, State, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.
2. Should Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify the Department in writing prior to the deadline for written questions as stated in the RFP Schedule and Significant Dates. This will allow the issuance of any necessary corrections or amendments to the RFP by addendum.

PROPOSAL PREPARATION COSTS

Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP.

PROPOSAL DUE DATE AND SUBMITTAL PROCEDURES

1. The Proposal is due no later than 4:00 p.m., Hawaii Standard Time, on October 21, 2016.
2. The proposal, along with Five (5) copies, shall delivered to the Planning Department along with a PDF version of the proposal.
3. All proposals become the property of the County.

SUBMISSION OF PROPOSALS

To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum.

1. Proposal Forms

Offer Form, OF-1. Offer Form, OF-1, attached to this RFP, is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer

Affairs, if applicable, in the appropriate space. Failure to do so may delay proper execution of the contract.

Offeror's authorized signature on Offer Form, OF-1 shall be an original signature in ink, which shall be required before an award, if any, can be made.

Offer Form, OF-02. Offer Form, OF-02, attached to this RFP, is required to be completed and submitted together with documents supporting the statements made therein, to demonstrate the Offeror's qualifications and financial stability.

Offer Form, OF-03. Offer Form, OF-03, attached to this RFP, is required to submit pricing for the Project. Offeror shall provide a price for the planning and design of both Phase I and Phase II of the proposed parking and event facility.

2. Proposal Content

The proposal shall describe the time and manner in which the Offeror proposes to accomplish the planning and design of the project.

The proposal shall consist of two (2) parts:

- a. The first part will consist of information about the Offeror together with supporting documentation.
- b. The second part will consist of the Offeror's proposal for the planning and design of the proposed parking and event facility.

COMPLIANCE WITH LAWS

In order to be awarded a contract under this RFP, the Offeror will be required to be compliant with all laws governing entities doing business in the State, including the following HRS provisions:

1. Chapter 237, General Excise Tax “GET” Law
2. Chapter 383, Hawaii Employment Security Law
3. Chapter 386, Worker’s Compensation Law
4. Chapter 392, Temporary Disability Insurance
5. Chapter 393, Prepaid Health Care Act
6. Section 103D-310(c), Certificate of Good Standing for entities doing business in the State.

The Department of Finance will verify compliance on HCE. The HCE is an electronic system that allows contractors doing business with government agencies to quickly and easily demonstrate compliance with acceptable laws. It is an online system that eliminates the need for paper compliance certificates from the State Department of Taxation, the Federal Internal Revenue Service, the State Department of Labor and Industrial Relations, and the State Department of Commerce and Consumer Affairs.

Offerors should register with Hawaii Compliance Express (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. If the Offeror is not compliant on HCE at the time of award, the Offeror will not receive the award.

Work to be performed under this RFP is a business activity taxable under Chapter 237, HRS, and, if applicable, taxable under HRS Chapter 238. Offeror is advised that they are liable for the Hawaii General Excise Tax at the current rates of 4.5 percent for sales made on Oahu and 4 percent rate for other islands. If, however, an Offeror is a person exempt by the HRS from paying the GET, and therefore, not liable for the taxes, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

OFFEROR'S QUALIFICATIONS

MINIMUM REQUIREMENTS AND QUALIFICATIONS

At the time the proposal is submitted:

1. The Offeror shall be authorized to do business in the State of Hawaii and have all professional licenses necessary to plan and design the project. All persons and entities to be used on the project shall possess all required professional and other licenses issued by the State of Hawaii including, but not limited to architects, engineers, surveyors, and subconsultants.
2. The Offeror shall not be in default or failed to perform under any contract, or agreement, with the Department or the State of Hawaii.
3. The Offeror shall provide an affirmative statement that it is independent of the County. The Contractor shall disclose any potential conflict of interest that may affect the project. Examples of potential conflicts include having close ties to Department employees and having conducted previous work for the County.
4. All financial information that is submitted to the Department shall become the Department's property. The Department may obtain credit information on any and all Offerors as part of the process.

OFFEROR'S APPLICATION AND QUALIFICATIONS

Complete Offer Form, OF-02, together with documents supporting the statements made therein, to demonstrate the Offeror's qualifications and financial stability.

COMPLIANCE WITH COUNTY'S GENERAL TERMS AND CONDITIONS

The successful Offeror will be bound by the County of Maui Design Contract and General Terms and Conditions for Professional Services Contracts. This will be referred to as Exhibit "B". Please find herein.

FORMS

WAILUKU PARKING AND EVENTS FACILITY
OFFER FORM, OF-01

Purchasing Administrator
County of Maui Purchasing Division
2145 Wells Street, Suite 104
Wailuku, Hawaii 96793

Dear Purchasing Administrator:

The Undersigned has carefully read and understands the terms and conditions specified in the Request for Proposals, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The Undersigned further understands and agrees that by submitting this offer, (1) the Offeror declares the offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts; and (2) the Offeror is certifying that the price or prices submitted were independently arrived at without collusion.

Offeror is:

_____ Sole Proprietor _____ Partnership _____ *Corporation _____ Joint Venture
_____ Other _____

*State of incorporation: _____

Hawaii General Excise Tax License ID _____

Federal Tax ID _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____

Authorized (Original) Signature

Telephone No.: _____

Name and Title (Type or Print)

Fax No.: _____

Email Address: _____

**Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be issued:

**WAILUKU PARKING AND EVENTS FACILITY
OFFER FORM, OF-02**

General Information:

Name of Offeror

Person to Contact/Title

Offeror' Address

Contact Person's Address

City, State, Zip Code

City, State, Zip Code

Offeror's Telephone No.

Contact Person's Telephone No.

Offeror's email

Contact Person's Email

List of Officers and Directors or Individual Partners, Joint Ventures, or Owners:

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Name: _____
Title: _____
Telephone No.: _____
Address: _____

Note: Please attach a separate page if more space is needed. Should any information change during the proposal evaluation, selection, and award process, it is the responsibility of the Offeror to update the Department of Finance, in writing, of such changes.

Project Team:

	Company/Address	Contact Person/Phone No.
Architect		
Civil Engineer		
Structural Engineer		
Surveyor		
Landscape Architect		
Legal		
Other		

Financial Information:

Financial information submitted shall be kept confidential and shall not be considered a public record as defined in Chapter 92, HRS. Financial information shall not be released without the express written consent of the applicant.

All proposals shall include the following:

1. If applicable, a certified copy of the Articles of Incorporation.
2. If applicable, a certified copy of the By-Laws.
3. If applicable, a certified copy of the Partnership Certificate.
4. If applicable, a certified copy of the Joint Venture Agreement.
5. A current Certificate of Good Standing from the Department of Commerce and Consumer Affairs.
6. A current Tax Clearance from the Department of Taxation and Federal Internal Revenue Service.
7. If applicable, a description of any financial default, modification of terms and conditions of financing to avoid default, or legal actions taken or pending against the applicant and borrowing and guaranteeing entities and their principals.

**WAILUKU PARKING AND EVENTS FACILITY
OFFER FORM, OF-03**

Total contract price for accomplishing the planning and design consultant services:

\$ _____

Note: Pricing shall include all services, labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.